

STILLWATER COUNTY

Job Description

CLASS TITLE: Solid Waste Site Attendant

DEPARTMENT: Solid Waste

ACCOUNTABLE TO: Solid Waste Supervisor

PRIMARY OBJECTIVE OF POSITION: Under general guidance is responsible for the collection of solid waste for a specific site. Position directs traffic to the correct box, helps lift trash into the boxes and is responsible for the safety of the public around the collection site. Work varies little, requiring individual judgment within general guidelines.

ESSENTIAL JOB FUNCTIONS:

- Position requires employee to perform a multitude of movements in which a moderate physical effort is required, including lifting up to 50#'s (greater with assistance), bending, climbing, walking, stooping, and prolonged sitting;
- Work is generally performed in uncontrollable working conditions in which extreme noise, pollution, heat, cold, dampness, dust, and hazardous wastes where chemicals, acids, blood borne pathogens, and/or infectious wastes are present; and
- Possession of valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Maintains Solid Waste Canister Sites in compliance with State and Federal regulations;
- Responsible for the collection of dumping fees and issuing proper change;
- Complies with Montana DEQ regulations as to appropriate methods of handling hazardous materials;
- Refuses to accept suspicious or hazardous materials which the public may want to dump at the Site;
- Assures that proper safety equipment and procedures are utilized at the Canister Site to prevent injury to citizens and employees;
- Files daily time sheets and receipts making reference to garbage and monies collected each day;
- Assists users in putting waste in Site Canisters;
- Visually inspects collection sites for areas needing maintenance or cleanup;
- Position requires considerable contact with the public, fellow employees where courtesy and diplomacy are required; and
- Performs such other duties as may be required.

CLASS TITLE: Solid Waste Site Attendant (continued)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from High School or its equivalent; PLUS
- Some demonstrated work experience and must participate in on-the job training until proficient;
- Possession of valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Assures that the Canister Sites meet all State and Federal Standards;
- Establishes and maintains effective working relationships with fellow employees and the public;
- Determines where refuse will be dumped and supervises the public while dumping;
- Prevents scavenging of garbage onsite;
- Ensures that facilities are kept clean and in good repair at all times;
- Prepares reports of own activities;
- Attends after hour meetings as requested by Supervisor;
- Attends safety classes, workshops, or other training programs as directed by Supervisor;
- Performs such other assignments as may be needed

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 3-1-2017